

Modifying a Provider's Foster Home License

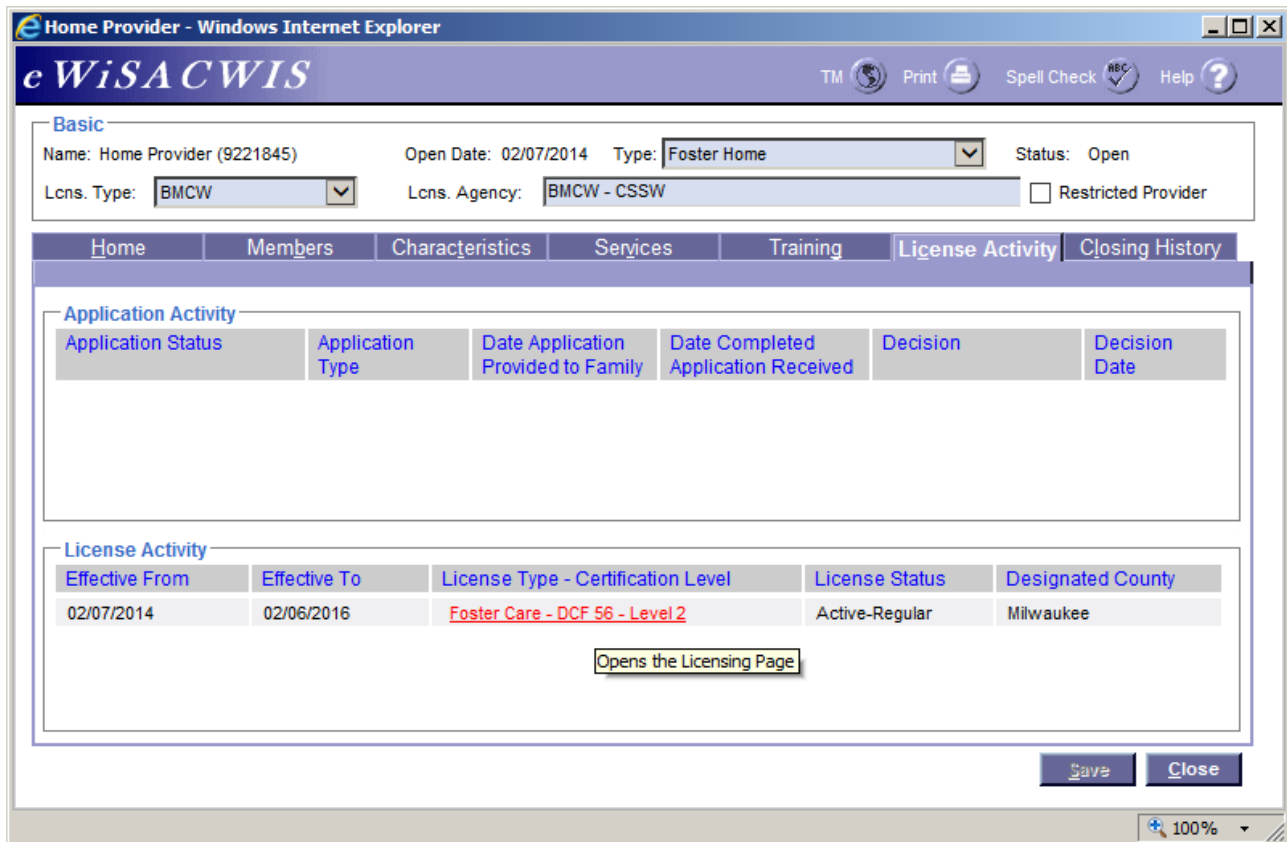
Note: In order to modify a foster home license, you will need an assignment to the provider record.

Note: Modifying a foster home license for an address change does not require the additional licensing actions process. In order to modify a license for an address change, you need to update the Create Physical Address page and that will create a pending license. Once you have updated the Create Physical Address page, skip to step 11. Please see the associated Change a Physical Address User Guide.

1. Access the Active-Regular license either from your desktop or from the Home Provider page (by clicking the name of the provider from your desktop).



On the Home Provider page, access the Licensing Activity tab and select the link for the license you wish to modify.



- On the Licensing page, click on the License Information tab. Select Additional Licensing Actions from the Options drop-down and click Go.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic

Home: [Provider, Home \(9221845\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: 02/07/2014 Status: Active-Regular
Licensing Agency: BMCW - CSSW

Application Activity **License Information** **Services**

Home Information

Licensee(s): [Provider, Home](#); [Provider, Male](#)
C/O: Michelle Ryan
Street: 6777 76th Street Apt: 5756
City: Milwaukee State: WI Zip: 54103
County of Residence: Milwaukee

License Information

Type: Foster Care - DCF 56 Effective From: 02/07/2014 Effective To: 02/06/2016
Certification: Level 2 ☐ Exceptions/Waivers Required ☒ No Exceptions/Waivers Required

Additional Information

Total Bed Capacity: 4 Preferred Age: 5 to 18 Preferred Gender: Male: 4 Female: 4

Options: **Go** **Save** **Close**

- Actions
- Additional Licensing Actions
- Checklist
- Steps Completed Checklist
- Text
- Foster Home License
- Foster Home Licensure Notification
- Letters
- License Hold Notice Letter
- Renewal Letter
- Revocation Letter

100%

3. On the Additional Licensing Actions page, select Modify from the Action drop-down. This will automatically open the Licensing Action Reasons page.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
Provider: [Home Provider \(9221845\)](#) Licensing Agency: BMCW - CSSW

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div>Close Made in Error Modify Place On Hold Revoke</div>	00/00/0000	Reason(s):	

Options:

4. On the Licensing Action Reasons page, select the appropriate reason(s) for modifying the license.

Note: A maximum of three reasons can be selected.

Licensing Action Reasons -- Webpage Dialog

eWiSACWIS

Print Spell Check Help

Licensing Action Reasons

Action: Modify

Reason

Select All That Apply

☐ Activate additional service types

☐ Additional exceptions requested

☐ Capacity, gender or age range changed

☐ Change in certification level

☐ Change in household composition

☐ Change in name

Continue

Here is a description for each reason:

- **Activate additional service types**- additional services need to be added for your county to your existing license. This option only needs to be chosen when services for the designated county need updating.
- **Additional exceptions requested**- exceptions are requested or no longer apply for a license.
- **Capacity, gender or age range changed**- when the number (either an increase or decrease in capacity), gender, or age of children who may receive care has changed.
- **Change in certification level**- the provider's certification level has changed (example: from Certification Level 2 to Certification Level 1).
- **Change in household composition**- a licensee (Parent 1, Parent 2, or Licensee) is added to or removed from the license, or the name of a licensee is changed.
- **Change in name**- a licensee (Parent 1, Parent 2, or Licensee) has had his or her name changed (due to marriage, divorce, etc.).

Note: In order to modify the license for an address change, an additional licensing action does not need to be completed. When you document a new physical address, it will automatically modify the license. Please see the Change a Physical Address User Guide.

Click Continue to return to the Additional Licensing Actions page.

- The reason(s) selected on the Licensing Action Reasons page will display. Enter the Effective From date.

Note: The Effective From date must be prior to today's date.

The screenshot shows the 'eWiSACWIS -- Webpage Dialog' window. The title bar includes 'Additional Licensing Actions -- Webpage Dialog' and standard window controls. The main header features the 'eWiSACWIS' logo and navigation links: 'Print', 'Spell Check', 'Help', and a question mark icon. The 'Basic' tab is active, displaying 'Provider: Home Provider (9221845)' and 'Licensing Agency: BMCW - CSSW'. Below this, the 'Licensing Actions' section contains a table with the following data:

Action	Effective From	Reason(s)	Approval
Modify	01/11/2015	Reason(s): Change in household composition	

At the bottom left, an 'Options:' dropdown menu is set to 'Actions', with a 'Go' button next to it. To the right of the dropdown are 'Save' and 'Close' buttons. An 'Insert' button is located at the bottom right of the main content area.

- Since each licensing action has an effect on the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue to return to the Additional Licensing Actions page.
- Click Save on the Additional Licensing Actions page.
- You will receive the following message. Click Yes.

The screenshot shows a confirmation dialog box titled 'eWiSACWIS -- Webpage Dialog'. The message inside reads: 'You are about to approve a license action to Modify the license. This action will create a pending license record. Are you sure you want to continue?'. At the bottom of the dialog are two buttons: 'Yes' and 'No'.

9. The Additional Licensing Actions page will update. Click the Close button.

Note: If the reason for modifying the license is for capacity, gender or age range changed; change in household composition; or change in name, you can click on the Provider hyperlink at the top of the page to access the Home Provider page.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
Provider: [Home Provider \(9221845\)](#) Licensing Agency: BMCW - CSSW

Licensing Actions

Action	Effective From	Reason(s)	Approval
Modify	01/11/2015	Reason(s): Change in household composition	Approval History

Options:

10. You will be returned to the Licensing page, click the Close button.

11. After you refresh your desktop, you will notice the license status shows Modify and a new Pending license exists. Access the Pending license either from the Licenses icon or from the Home Provider page.

 [Provider Home \(9221845\)](#) [Actions](#)
Foster Home 02/07/2014 Daisy, Dan Milwaukee Des: Milwaukee License Status: Pending

 Assignments

 Basic

 Home Inquiries

 Licenses

 [Foster Care - DCF 56](#)
01/12/2015 02/06/2016 Initial Foster Care Pending Milwaukee

 [Foster Care - DCF 56](#)
02/07/2014 01/11/2015 Modify Milwaukee

 Members

 Parent Agency

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Basic

Name: Home Provider (9221845) Open Date: 02/07/2014 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members Characteristics Services Training **License Activity** Closing History

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Initial	Foster Care	12/03/2013	01/07/2014	Create License	02/07/2014

[Opens the Licensing Page](#)

License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
02/07/2014	01/11/2015	Foster Care - DCF 56 - Level 2	Modify	Milwaukee

[Save](#) [Close](#)

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12. On the Licensing page, the Application Activity tab will copy over all information from your original license. Click on the License Information tab. If the reason for modifying this license was capacity, gender or age range changed; change in household composition; or change in name, you can update the Home Provider page if you have not done so already. Clicking the provider's name in the Basic group box will open the Home Provider page.
13. After you have saved and closed the Home Provider page, you will return to the Licensing page. The License Information tab will update with the capacity, gender, age, and licensee(s) changes.

The screenshot shows a web browser window titled "Licensing - Windows Internet Explorer" displaying the "eWiSACWIS" application. The interface includes a top navigation bar with "TM", "Print", "Spell Check", and "Help" icons. Below this is a "Basic" section with fields for "Home" (linked to "Provider, Home (9221845)"), "Completion Date", "Licensing Agency" (BMCW - CSSW), "Worker" (Dan Daisy), "Status" (Pending), and "Designated County" (Milwaukee). The main content area has three tabs: "Application Activity", "License Information" (selected), and "Services". Under the "License Information" tab, there are three sections: "Home Information" (with fields for Licensee(s), C/O, Street, City, State, Zip, and County of Residence), "License Information" (with dropdowns for Type and Certification, and date fields for Effective From and Effective To), and "Additional Information" (with fields for Total Bed Capacity, Preferred Age, Preferred Gender, Male, and Female). At the bottom, there is an "Options" dropdown, a "Go" button, and "Save" and "Close" buttons. The browser's status bar shows "100%" zoom.

14. You will also notice on the License Information tab that the Effective To date is the end date of the original license.
15. Select either the Exceptions/Waiver Required or No Exceptions/Waiver Required radio button. If there were any exceptions or waivers documented on the original license, the exceptions/waivers will display on the Exceptions/Waivers tab. If there were no previous exceptions/waivers, the Exceptions/Waivers tab will be blank.

16. Click on the Services tab. All services previously documented will copy over to this tab. If you need to add additional services, click on the [Edit Licensed Services](#) hyperlink.

The screenshot shows the eWiSACWIS web application in a Windows Internet Explorer browser window. The page has a purple header with the eWiSACWIS logo and navigation links (TM, Print, Spell Check, Help). Below the header, there's a 'Basic' section with fields for Home, Completion Date, Licensing Agency, Worker, Status, and Designated County. The 'Services' tab is selected, showing a 'Licensed Services' section with a table of services. The table has columns for Category, Type, and Status. One service is listed: Foster Care, Foster Home (Level 2+), In Active. There are radio buttons for 'All Counties' and 'Milwaukee' (selected). A 'Go' button is next to the 'Options' field. At the bottom right, there are 'Save' and 'Close' buttons.

Basic

Home: [Provider, Home \(9221447\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: BMCW - CSSW

Application Activity License Information **Services**

Licensed Services

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (Level 2+)	In Active

Options:

17. If applicable, click on the Exceptions/Waivers tab and update accordingly.

18. Click the License Information tab. Under Options, select the Foster Home License option to create the Foster Home License and click Go.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic

Home: [Provider, Home \(9221845\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: BMCW - CSSW

Application Activity **License Information** **Services**

Home Information

Licensee(s): [Provider, Home](#)
C/O: Michelle Ryan
Street: 6777 76th Street Apt:
City: Milwaukee State: WI Zip: 53203
County of Residence: Milwaukee

License Information

Type: Foster Care - DCF 56 Effective From: 01/12/2015 Effective To: 02/06/2016
Certification: Level 2 ☐ Exceptions/Waivers Required ☒ No Exceptions/Waivers Required

Additional Information

Total Bed Capacity: 4 Preferred Age: 5 to 18 Preferred Gender: Male: 4 Female: 4

Options: **Go** **Save** **Close**

- Checklist
- Steps Completed Checklist
- Text
- Foster Home License
- Foster Home Licensure Notification
- Letters
- License Hold Notice Letter
- Renewal Letter
- Revocation Letter

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19. Enter any additional information on the Foster Home License. When you are finished, print the license and click the Close and Return to eWiSACWIS button.

9234890.0 [Compatibility Mode] - Microsoft Word

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence
DCF-F-CFS0111 (R. 02/2014)

STATE OF WISCONSIN

State of Wisconsin
Department of Children and Families
Foster Home License – Certification Level 2
Be it known that

Provider, Home
6777 76th Street Michelle Ryan
Milwaukee, WI 53203

having been found to be in substantial compliance with Ch. DCF 56 of the Wisconsin Administrative Code, is licensed to conduct and maintain a foster home at the above address subject to that following provisions:

Number of children who may receive care at one time: 4
Sex of children who may receive care: Female: 4 Male: 4
Age of children who may receive care: 0 to 21

Page: 1 of 3 Words: 2/327 100%

20. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue. Back on the Licensing page, click Save and then Close.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Basic
Home: [Provider, Home \(9221845\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: BMCW - CSSW

Application Activity | License Information | Services

Application Activity

Application Status:	Initial	Application Type:	Foster Care
Date Application Provided to Family:	12/03/2013	Date Signed Application Received:	00/00/0000
Date Completed Application Received:	01/07/2014		
Decision:	Create License	Decision Date:	02/07/2014
Rehab Review	<input type="checkbox"/>		

Options: **Go** **Save** **Close**

- Actions
- Approval
- Letters
- License Denial Letter

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